



Information to apply for a United States' nonimmigrant visa
Guayaquil Consular District



GENERAL INFORMATION AND FREQUENT ASKED QUESTIONS

The first step to apply for nonimmigrant visa is to pay the application fee of US\$100 at one of the Banco de Guayaquil's agencies. The payment receipt is the proof of your payment and it contains information about the date and time of your visa appointment. Do not lose your receipt because you must present it at the Consular Section on the date and time of your interview.

Attached to this information sheet you will also receive the visa form (DS-156). If you are a male between 16 and 45 years old you also need to request a DS-157 form. Applicants requesting student or exchange visitor visas need to fill out a DS-158 form as well. All the forms DS-156, DS-157 and DS-158 and more detailed information on the nonimmigrant visa process are available on our website: usembassy.state.gov/guayaquil.

Where should I apply? : If you live in the Ecuadorian provinces of Azuay, Cañar, El Oro, Galapagos, Guayas, Loja, Los Rios Manabi, y Zamora Chinchipe are part of the Guayaquil Consular District; you should pay at any Banco de Guayaquil branch in those provinces and the bank will schedule your appointment at the U.S. Consulate General in Guayaquil.

In Guayaquil only three branches will process the consular fee.

Casa Matriz: Pichincha 105 y P. Icaza
Agencia Alborada: Av. Guillermo Pareja y José María Egas
Agencia 9 de Octubre: 9 de Octubre 1404 y Machala

In these three agencies there are specialized clerks to receive the forms and payment.

In the rest of the cities you may pay at any agency of the Banco de Guayaquil

When should I go for my interview? : You must be on time for your appointment, and have all relevant documents with you.. (See the back of this page) Do not come more than 30 minutes early. Applicants who miss the date or arrive late must pay a new fee to get a new appointment. Appointments are only for those requesting B1/B2 (tourism/business) or C (transit) visas. All others should come to the Consulate any day from Monday through Thursday at 7:30 a.m. with all documents. Fridays the Consulate does not process visas.

It is possible to change my appointment date? : We grant appointments in legitimate cases of medical, family or business emergency that require urgent travel, or if you missed your appointment. To request a change, send an email to nivguayaquil@state.gov or fax to (04) 2322-0904.

How should families request visas? : If you are requesting visa with your family (father, mother, single children under 25 years old), all should arrive together, even if the receipts give different appointment dates.

Children under 18 must come with their parents or legal guardian, and must bring their birth certificates (we can only accept the version that is a photocopy of the registry book, the 'Libro de Actas') and the authorization to leave the country, granted by the Juzgado de la Familia (former Tribunal de Menores.) . Bring the original and a copy of each document.

Picking up Passports: If the visa is approved, you must pick up the passport at the Banco the Guayaquil agency you select at the interview. If you request Guayaquil, the passport will be ready 3 working days after the interview. For Cuenca please wait 5 working days. If you didn't mention the pick up point, the Consular Section will send it to the Bank's headquarters in Guayaquil. You may pick it up by showing your original Ecuadorian ID and leaving a photocopy of it. A messenger may pick up the passport by presenting written authorization from you as well as the ID documentation. The bank charges for the return service, \$6.00 for each issued visa. The Bank returns passports only at its Headquarters in Guayaquil and its principal agency in Cuenca.



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VISA REQUIREMENTS



A) Any applicant must present:

1. Valid Passport. Passport must be valid for at least six months after the interview date.
2. Form DS-156, completed.
3. Additional Form (DS-157 form) For males between the ages of 16 and 45.
4. Recent photograph, not Polaroid nor scanned, good quality, with a white background, 5cm x 5cm (measuring from the top of the head to the chin 3.5 cm and 2.5 cm. wide). Applicants should not wear dark glasses or hats for the photographs.
5. Payment receipt ticket.
6. Prior Passports, if they contain a prior visa to the U.S.
7. Birth Certificate (copia del libro de Actas) for minor under age 18.

B) The following are recommended documents to be presented by the applicants:

1. Evidence of income such as: bank account and credit card statements from the last twelve months, savings accounts books, stock exchange certificates; pay stubs, Ecuadorian tax statements, land taxes; automobile registration; job letters stating position, income and time of service; Ecuadorian ID; schools certifications, etc. If you own a business, proof of business, the Ecuadorian Registro Unico de Contribuyente (R.U.C.) and payments receipts for the last twelve months.
2. Wife and minor children may present documentation from the chief of the family and their marriage and birth certificates (copias del libro de Actas). Please present original (con el sello del Registro Civil) and copies.
3. For business visas, present documents that prove the purpose of the trip is for legitimate business, such as letter from the company, etc. Also, proof of personal income outline above.

C) Student (F), (M) or exchange (J) visas:

1. DS-158 form.
2. I-20 form (students) or DS-2019 form (exchange).
3. SEVIS fee receipt. For more information please visit www.fmjfee.com.
4. Proof that the parent or sponsor has ready access to funds sufficient to pay the first year costs as given on the I-20 form

D) Working visas (H, L, O, P, Q):

1. Notice of approval from the Bureau of Citizenship and Immigration Services BCIS (former INS)
2. Economic Support (exception H1B or L1 visa applicants, who only need to present approved Immigration form and a copy form the package presented to the United States BCIS offices.

E) V and K Visas

V and K visa applicants must follow the instructions shown in the package previously sent to them by the American Consulate in Guayaquil. They must come for their interviews the day assigned by the Consulate at 7:30 a.m. with the payment receipt. Do not pay attention to the date printed on the receipt.

NOTE: IF IT IS PROVED THAT THE DOCUMENTATION PRESENTED IS FALSE, THE APPLICANTS WILL FACE THE CONSEQUENCES DETERMINED BY THE COMPETENT AUTHORITY

US Embassy
12 de Octubre y Patria
Quito, Ecuador
Tel: (02) 2562-890 x4507
Fax: (02) 2561-524

US Consulate General
9 de Octubre y Garcia Moreno
Guayaquil, Ecuador
Tel: (04) 232-3570
Fax: (04) 232-0904

guayaquil.usconsulate.gov

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